

# How to Register

Tips for filling out your TR-290

## Registering for a class in this schedule is as simple as 1-2-3!

- 1 Fill out a training request form (TR-290).
- 2 Route your TR-290 through your office to get the proper signatures.
- 3 Submit the completed form to the Office of Training and Development, either by mail: 3201 S Street, Sacramento, or fax: (916) 227-5169.

Proceed to Form

Any questions please do not hesitate to call our office at (916) 227-5156

STATE OF CALIFORNIA  
DEPARTMENT OF FISH AND GAME  
OFFICE OF TRAINING AND DEVELOPMENT  
3201 S STREET  
SACRAMENTO, CA 95816  
TEL: 916-227-5156 FAX: 916-227-5169

SEE BELOW FOR COMPLETION INSTRUCTIONS

**TRAINING REQUEST**  
TR-290 (REV 12/2001)

DATE SUBMITTED: 12/08/02 DEPT YEAR: 01/02 TR NUMBER: 0000

EMPLOYEE NAME: Student JOB: Joe OFFICE: A

CLASS CODE: Associate Biologist

REGIONAL MICHIGAN: QTD/HRB

CLASS LOCATION: 3201 S Street CITY: Sacramento

CLASS CODE AND TITLE: Associate Beginning

CLASS LOCATION: 3201 S Street Sacramento

CLASS CODE: 1/22-23/02

CLASS HOURS: 16

EMPLOYEE HOURS: 16

TRAINING CATEGORY (Check One):  
☐ ADDITIONAL ☒ JUNE/JULY ☐ JUNE/SEPTEMBER ☐ JUNE/OCTOBER

TRAINING COST AND AUTHORIZATION  
(See Instructions below for completion)

	(Estimated)	(Tax)	(Index Cost)	(Course Cost)	(PCA Code)	(Activity Cost)
TUITION, BOOKS & SUPPLIES	\$0.00	\$0.00				
TRAVEL	200.00	\$200.00	LXXX	NXXXX	BXXXX	XXXXXX
PER DIEM	80.00	\$80.00	LXXX	NXXXX	BXXXX	XXXXXX
EMPLOYEE CONTRIBUTION	0.00	\$0.00				
TOTAL COST	\$280.00	\$280.00				

APPROVALS

SUPERVISOR: Joe Supanoni DATE: 12/10/01

TRAINING COORDINATOR: Ellie Coordinator DATE: 12/11/01

REGIONAL MANAGER/STATE COORDINATOR: Reggie R. Manger DATE: 12/12/01

ADDITIONAL APPROVAL (Optional):

REQUEST APPROVED: ☐ YES ☐ NO

COMMENTS:

OUTING INSTRUCTIONS: SLASH THIS REQUEST TO YOUR SUPERVISOR, OBTAIN A PHOTOGRAPH FOR YOUR IDENTIFICATION, THEN RETURN TO TRAINING COORDINATOR, TRAINING OFFICE. WILL RETURN TWO COPIES: ONE FOR EMPLOYEE AND ONE FOR TRAINING COORDINATOR.

## Why does the Training Office need all of this information??

Please make sure your TR-290 is complete with the following information:

Please refer to the example provided below.

- Current personal information:** Please make sure your name, address, phone number and e-mail address are legible. This makes it easier to contact you with a welcome letter and other information about the class.
- Unique Code:** Your unique code is the first three letters of your last name and the last four digits of your Social Security Number.
- Course Title and Course Dates:** On many occasions there are several offerings for the same class. By putting your preference you have a good chance of getting in the class you want. If you are put on the waiting list for a class, you will be automatically enrolled in the next class, and will be notified by OTD staff.
- Training Category:** It is important to complete this section out to determine if this training, or how much of this training, is paid for by the Department.
- PCA, Index & Activity Codes:** If you are claiming any travel and per diem, or registering for an out-service class, you will need to complete this information out for payment.
- Supervisor's signature:** You will not be officially enrolled in a class without your supervisor's signature.